

M&P-A&D in PDBS

The Measurement and Payment document (M&P) and Acceptance and Documentation Guide (A&D) can now be created in the PDBS system through Citrix. Please start using this system to create the M&P document for advertising.

Contact Pam Moyer if you do not have a Citrix logon ID.

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Instructions for Phase II testing are listed below. Detailed instructions with screen shots are also available.

Log on Web Address: <http://www.udot.utah.gov/citrix/pdbs/pdbs.htm>

Click on PDBS Production icon: Use your Windows user name and password. Regions select your region from the drop-down “log on to” menu. Then use your PDBS user name and password.

Select Subsystems and Estimate

Select Estimate and Measurement and Payment

Select your Project Number

Check the “Include Acceptance and Documentation” box

The new system:

- Select a project and review the M&P and A&D based on the project number
- Double click on a red number, change description, and save
- The system retains the changes within the PDBS system
- When you double click and enter information, the red will change to “whipped papaya” so you can easily find your item and you will know a change has been made
- A “finalize” button will either remove the red or make it so it will not print the colors
- A&D shows red for * items and input is possible

- The CE and PE costs show in the M&P and A&D. This will be corrected during Phase II testing.

Printing:

- Back out of all screens to the main screen. Click Estimate, Reports, and Measurement and Payment
- Select your project from the drop-down menu
- The tabs will toggle between the M&P and A&D for that project number
- Click the print icon in the upper left-hand corner
- Click the print button from the print window. "Uniprint" will show as your printer selection.

The system needs some updates that cannot be identified without live testing. Please contact Patti Charles at pcharles@utah.gov with your problems, concerns, and ideas to improve the new system.

Thanks for your help.